

**May 1, 2020**

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, May 15, 2020**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at [RPS@admin.sc.gov](mailto:RPS@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms).

Sincerely,  
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
THE SOUTH CAROLINA DEPARTMENT ON AGING  
  
OFFICE SPACE IN RICHLAND COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – South Carolina Department on Aging**

- Location: Richland County
- Expected occupancy date: July 1, 2020
- Total space needed is approximately 11,200 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:

**Personnel Areas:**

- One (1) office of approximately 180 square feet each
- Thirty-nine (39) offices of approximately 120 square feet each
- Ten (10) workstations of approximately 48 square feet each

**Standard Support Areas:**

- One (1) medium reception lobby with seating for up to 6 people, of approximately 100 square feet
- One (1) beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink and microwave of approximately 24 square feet
- One (1) small break room with seating for up to 4 people of approximately 120 square feet
- One (1) copy/print/supply room for dedicated floor mounted printer and storage of approximately 120 square feet
- One (1) IT closet with wall mounted racks of approximately 40 square feet
- One (1) LAN room with floor mounted racks of approximately 100 square feet with secured door that can be locked with a key. Room must have separate HVAC unit or a thermostat that only controls this room
- One (1) storage closet without shelving of approximately 50 square feet
- One (1) medium storage room of approximately 180 square feet



**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
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- One (1) medium conference room with seating for up to 8 people of approximately 250 square feet
- One (1) work room with work surface and storage of approximately 120 square feet

**Special Support Areas:**

- Two (2) secured storage rooms with controlled access of approximately 120 square feet each
- One (1) special purpose room of approximately 120 square feet
- One (1) board room with seating for up to 20 people of approximately 600 square feet
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- Must have 24-hour key card access.
- 76 parking spaces are desired of which 2 should be reserved. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5, 7 and 10-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

**MINIMUM STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms) or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must be received by Real Property Services by **4:00 PM, May 15, 2020.**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.





**Henry McMaster**, Governor  
**Marcia S. Adams**, Executive Director

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**CONTACT INFORMATION**

All information and questions should be directed to Real Property Services – no direct contact can be made with the South Carolina Department on Aging (agency). Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
1200 SENATE STREET, 6<sup>th</sup> Floor  
COLUMBIA, SC 29201  
PHONE: 803-737-0644 or 803-737-1617; FAX: 803-737-0592  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)

